Summons Service Executed/Unexecuted
Last Updated: October 7, 2005

1. **Log into CM/ECF**.

2. Select **Adversary**.

3. Select **Complaint & Summons**.

4. Enter the **Adversary Case Number**. Click **Next**.

5. **Event screen:**

   - Select **Summons Service Executed** if the defendant was successfully served the summon. Click **Next.**

   - Select **Summons Service Unexecuted** if the defendant could not be found to serve and service was not accomplished. Click **Next**.

6. **Browse** to select the Summon Service pdf file. Click **Next**.

7. **Select the party served screen displays:**

   - Select the party or parties upon whom the summons(es) were served, or attempted to be served.

   - Click **Next**.

8. Type in the date Summon(s) were served in the Date served text box. Click **Next.**

9. If needed, modify the text according to the court's procedures. Click **Next**.

10. **Verify** the final docket text before submitting.   If correct, Click **Next**.

    <mark>CAUTION!!</mark>
    - This is the last screen. Clicking **Next** will submit this document to the database.
    - If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
    - To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

11. **Notice of Electronic Filing/Receipt** screen displays.

   WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

   The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.